

# **EXHIBIT G**

## **AUSTIN – TRAVIS COUNTY EMS ADVISORY BOARD**

### **GENERAL PROVISIONS**

#### **1 DEFINITIONS.**

- 1.1 **BOARD** means the Austin-Travis County EMS Advisory Board as described in the Interlocal Agreement between the City of Austin and Travis County.
- 1.2 **BOARD MEMBER** includes an alternate member.
- 1.3 **COMMITTEE** means a body of board members established by an affirmative vote of the board, consisting of at least three board members, to which the board has delegated a defined matter, or matters.
- 1.4 **WORKING GROUP** means a body of persons which may include board members and non-board members established by an affirmative vote of the board, consisting of less than a quorum of the board, to which the board delegates a defined matter, or matters, for consideration and recommendation to the board. A working group is automatically dissolved after it reports its recommendations to the board.

#### **2 BOARD COMPLIANCE WITH OPEN GOVERNMENT.**

- 2.1 The board shall comply with chapter 551 (*Open Meetings Act*). This subsection does not apply to working groups.

#### **3 QUORUM AND ACTION.**

- 3.1 A majority of the total number of authorized board members constitutes a quorum for the conduct of business. The board is comprised of nine members, of which five board members constitute a quorum.
- 3.2 A board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum. For a nine member board, a board action must be adopted by an affirmative vote of five board members.
- 3.3 The number of members necessary to provide a quorum must be physically present at a meeting to conduct business.

#### **4 STAFF SUPPORT.**

- 4.1 The Austin – Travis County EMS Department provides staff support for the board and each committee of this board and each joint committee, including an executive to serve as executive board liaison and a staff member to serve as board liaison between the department and the board.

**5 MEMBER ELIGIBILITY REQUIREMENTS AND REMOVAL.**

- 5.1 A board member is appointed by and serves at the pleasure of the governing body that appoints that board member.
- 5.2 The board is comprised of a membership that represents the interests listed below. The following table represents each member representation and appointment body.

<b>Representation</b>	<b>Appointment Body</b>
Emergency Services District Boards of Commissioners	Travis County Commissioners Court
Neighborhood Groups	Austin City Council
Consumer informed about issues relating to Emergency Medical Services	Travis County Commissioners Court
St. David’s Hospital representative	Austin City Council
Corporate response group representative	Austin City Council
Travis County representative	Travis County Commissioners Court
Seton Hospital representative, Physician	Austin City Council
Informed Consumer	Austin City Council
Local Physician knowledgeable about Emergency Medical and Trauma Services	Travis County Commissioners Court

- 5.3 A person who is registered or is required to register as a lobbyist under the Austin City Code Chapter 4-8 (*Regulation of Lobbyists*) or who is employed by a person registered or required to register under that chapter is not eligible to serve on a board until the expiration of three years after the date that the person ceases to be registered, required to be registered, or employed by a person registered or required to register.
- 5.4 A person must file a written application that is presented to the governing body that appoints that board position to be eligible for appointment to the board.
- 5.5 After a person is appointed to the board, the person is not eligible to begin service until the person has signed a written acknowledgment stating that the person:

- 5.5.1 has taken the oath of associated with the position; and
- 5.5.2 has received a copy of and agreed to comply with the City of Austin's ethics and personal responsibility guidelines  
To maintain eligibility, a board member must:
  - 5.5.2.1 complete the board training required by Section 7 (*Training*);
  - 5.5.2.2 comply with the attendance requirements of Section 9 (*Attendance Requirements And Automatic Vacation*).
- 5.6 A person may not serve on more than one City-established board simultaneously, except as a representative of another board or as required by federal or state law or City ordinance or resolution.
- 5.7 A board member who becomes ineligible to serve under federal or state regulation may not continue to serve even though a successor has not been appointed.
- 5.8 A board member may be removed at any time by an affirmative vote of the majority of the governing body that appointed that board member.
- 5.9 Unless otherwise provided by these general provisions, a City or County employee may not serve as a member of board if:
  - 5.9.1 the employee is classified at the executive level;
  - 5.9.2 the employee is required to file an annual financial statement;
  - 5.9.3 the City employee works for the Law Department, the Financial Services Department, the Purchasing Department, or the Project Management Division of the Public Works Department of the City of Austin or the County employee works for the County Attorney, Planning and Budget Office, or the Purchasing Office of Travis County;
  - 5.9.4 the employee is a purchasing agent or has the authority to purchase or contract for the City;
  - 5.9.5 the subject matter within the scope of the City or County department in which the City or County employee is employed makes it likely that the board will consider subject matter related to the City or County department; or
  - 5.9.6 the Austin – Travis County EMS department in which the employee is employed provides staff support to the board.

## **6 MEMBERSHIP TERM AND LIMITATION.**

- 6.1 A board member is appointed for a term of up to three years beginning August 1st. The tenure of a board member appointed by a City Council member runs concurrently with the tenure of the City Council member who appoints the member.
- 6.2 Except as provided in Subsection 6.3, a board member may serve not longer than nine consecutive years on the board.
- 6.3 A board member who has served nine years on the board is not eligible for reappointment until the expiration of two years after the last date of the member's service on the board.

## **7 TRAINING.**

- 7.1 A board member must comply with the training requirements of this section to maintain eligibility to serve on the board. A board member who does not comply with the training requirements automatically vacates his position, subject to the hold over provision in Section 10 (*Vacancy and Hold Over Capacity*).
- 7.2 Each board member must complete a board course developed by staff not later than the 90th day after the date of the member's appointment or reappointment. The training shall include:
  - 7.2.1 a review of a board member's personal and ethical responsibilities;
  - 7.2.2 the role of council and staff and the council-manager form of government;
  - 7.2.3 the role of advisory boards in making recommendations and advising City Council and County Commissioners Court;
  - 7.2.4 board procedures, including attendance and quorum;
  - 7.2.5 Government Code Chapter 551 (*Open Meetings Act*), Robert's Rules of Order, and Americans with Disabilities Act requirements; and
  - 7.2.6 conflict resolution.

## **8 CONFLICT OF INTEREST AND RECUSAL.**

- 8.1 This section is cumulative of Austin City Code Chapter 2-7 (*Ethics And Financial Disclosure*) and Local Government Code Chapter 171 (*Regulation Of Conflicts Of Interest Of Officers Of Municipalities, Counties, And Certain Other Local Governments*). Under this section a board member has a conflict of interest if the City Code or another law prohibits the board member from taking action on a vote

or decision before the board.

- 8.2 At each meeting, a board member shall sign an attendance sheet and shall indicate:
  - 8.2.1 that the board member has no conflict of interest related to any item on the agenda; or
  - 8.2.2 the number of an agenda item for which the board member has a conflict of interest.
- 8.3 At each meeting of a committee to which a board member is appointed, a committee member shall sign in on a sheet provided and shall indicate:
  - 8.3.1 that the committee member has no conflict of interest related to any item on the committee meeting agenda; or
  - 8.3.2 the number of an agenda item for which the committee member has a conflict of interest.
- 8.4 Failure by a member to comply with Subsections 8.2 and 8.3 results in that member being counted as absent from the board meeting; such an absence is an unexcused absence. Any vote or votes cast by a member who fails to comply with Subsections 8.2 or 8.3 are not counted at the board or committee meeting at issue.

## **9 ATTENDANCE REQUIREMENTS AND AUTOMATIC VACATION.**

- 9.1 Except as provided in Subsection 9.2, a board member automatically vacates the member's position if the member is absent for two consecutive regular meetings or one-half of all regular meetings in a rolling 12-month period, subject to the hold over provision in Section 10 (*Vacancy and Hold Over Capacity*). Attendance by a board member at committee meetings and working group meetings is not considered for purposes of determining the board member's compliance with attendance requirements.
- 9.2 Subsection 9.1 does not apply to an absence due to the following:
  - 9.2.1 the board member's illness or injury;
  - 9.2.2 the illness of or injury to a member of the board member's immediate family; or
  - 9.2.3 the birth or adoption of the board member's child, for 90 days after the birth or adoption.

The board member must notify the staff liaison of one of these stated reasons for the absence not later than the date of the next regular meeting of the board. For an absence due to the birth or adoption of the board member's child, the board member must notify the staff liaison not later than the date of the next regular meeting after the birth or adoption.

- 9.3 The Austin – Travis County EMS department assigned to provide staff support to the board shall keep attendance records and notify the Austin City Clerk and County Executive Emergency Services if a board member fails to comply with attendance requirements.
- 9.4 The Austin City Clerk and County Executive Emergency Services Manager shall notify the nominating City Council member or County Commissioners Court if a board member's attendance record creates an automatic vacancy that requires a new appointment.

## **10 VACANCY AND HOLD OVER CAPACITY.**

- 10.1 A board member whose term has expired continues to serve in a hold-over capacity until the earlier of the date a successor is appointed to fill the position or the 60th day after the term expiration date.
- 10.2 A board member who automatically vacates his position under Section 7 (*Training*) may maintain eligibility:
  - 10.2.1 if, not later than the 30th day after the applicable deadline, the member completes the eligibility requirement; and
  - 10.2.2 the member continues to serve in a hold-over capacity until the earlier of the date a successor is appointed to fill the position or the 60th day after the expiration of the applicable deadline.
- 10.3 A board member who vacates his position under Section 9 (*Attendance Requirements and Automatic Vacation*) continues to serve in a hold-over capacity until the earlier of the date a successor is appointed to fill the position or the 60th day after the date the Austin City Clerk or County Executive Emergency Services notifies the nominating City Council member or County Commissioners Court that the board member's attendance record creates an automatic vacancy that requires a new appointment.

## **11 BOARD AUTHORITY AND ACTION.**

- 11.1 The board serves only in an advisory capacity to the Austin City Council and County Commissioners Court, unless granted specific authority by both the Austin City Council and County Commissioners Court.

- 11.2 An individual board member may not act in an official capacity except through the action of a majority of the board.
- 11.3 The board must take action or make a recommendation to the Austin City Council and County Commissioners Court not later than the 90th day after the City Manager or County Judge has referred an item to the board for review. If the board does not act timely as required under this subsection, the Austin City Manager or County Judge may forward an item to the Austin City Council or County Commissioners Court without a board recommendation.

## **12 OFFICERS AND COMMITTEES.**

- 12.1 The board shall annually select from its membership a chair and any additional officers that the board finds appropriate.
- 12.2 A person may not serve as an officer in a designated position of the board for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a board for three consecutive terms is not eligible for re- election to that designated office until the expiration of two years after the last date of the person's service in that office, unless, by a two-thirds vote, the board votes to reelect the person to that designated office for an additional term. For a nine member board, six members constitute a two-thirds vote.
- 12.3 The board may create a committee from its membership to aid the board in carrying out its purpose. A board may not designate or appoint a non-member to serve on a committee. A board may not create a joint committee with another board unless directed by a formal action of the City Council or Commissioners Court to do so.
- 12.4 A meeting of a committee or a joint committee shall be posted under Government Code Chapter 551 (*Open Meeting Act*).
- 12.5 In lieu of creating a committee, a board may create a working group to consider a defined matter or matters and report its findings and recommendation to the board. A working group is not required to comply with Government Code Chapter 551 (Open Meetings Act) or to keep minutes of its meetings.

## **13 MEETING REQUIREMENTS.**

- 13.1 The board shall meet not less often than quarterly. The board shall annually approve a regular meeting schedule and file the schedule with the Austin – Travis County EMS department. The board may only call one meeting each quarter in addition to its regularly scheduled meetings, unless the unscheduled meeting is required to comply with a statutory deadline or a deadline established by Austin

City Council or Travis County Commissioners Court.

- 13.2 The board shall comply with Government Code Chapter 551 (*Open Meetings Act*).
- 13.3 The board may not conduct a closed meeting without the approval of the Austin City Attorney and the Travis County Attorney.
- 13.4 Each board meeting agenda shall provide for citizen communication.
- 13.5 A board liaison shall submit a meeting agenda through the city's on-line agenda posting system and the County Judge's office for each meeting.
- 13.6 The Austin City Clerk shall post each board meeting agenda and keep a record of postings for all board meetings.
- 13.7 The board and each committee shall keep and post minutes of its meetings on the designated on-line system. The minutes shall:
  - 13.7.1 list the members in attendance;
  - 13.7.2 state the subject of each deliberation; and
  - 13.7.3 indicate each vote, recommendation approved, or other action taken.
- 13.8 After first consulting with and receiving input from the staff liaison, the board chair shall approve each final meeting agenda prior to posting. Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting.

#### **14 MEETING PROCEDURES.**

- 14.1 Board meetings are governed by Robert's Rules of Order and the bylaws of the board.
- 14.2 The board shall adopt board bylaws. A board meeting may not extend beyond 10:00 p.m., unless the board votes to continue.

#### **15 FAILURE TO MEET.**

- 15.1 Austin – Travis County EMS department employee who is assigned to provide staff support to the board shall notify the Austin City Clerk and County Executive Emergency Services if the board fails to post notice of and conduct a meeting for six months.

- 15.2 The Austin City Clerk and County Executive Emergency Services shall send written notice to the Austin City Council and the Commissioners Court of the board's failure to convene for six months. The Austin City Clerk shall make a recommendation to the Austin City Council on whether to continue the board within 60 days of receiving notice under this subsection. The County Executive Emergency Services shall make a recommendation to the Travis County Commissioners Court on whether to continue the board within 60 days of receiving notice under this subsection,. The board shall not be dissolved unless both the Austin City Council and the Travis County Commissioners Court vote to dissolve it.

## **16 ANNUAL INTERNAL REVIEW AND REVIEW REPORT.**

- 16.1 Each calendar year, the board chair must conduct an internal review of the board and prepare an internal review report using the template provided by the staff liaison. The internal review report must be filed with Austin – Travis County EMS by March 31 of each year.
- 16.2 The report must include the following:
- 16.2.1 a statement of the board's mission and a description of the board's actions in furtherance of that mission during the previous calendar year; and
- 16.2.2 the board's goals and objectives for the new calendar year.

## **17 DISSOLUTION.**

- 17.1 The Austin City Council or County Commissioners Court may vote to dissolve the board at any time.
- 17.2 If abolished by the Austin City Council and the Travis County Commissioners Court, the board may continue in existence for a period not more than 30 days after the effective date of the last action to dissolve, for the limited purpose of making recommendations to the City Council and Commissioners Court on the conclusion of matters pending before the board.

## **18 RULES OF ORDER.**

- 18.1 Each person and board member attending a board meeting should observe decorum. A person or board member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a board meeting.
- 18.2 The presiding officer:

18.2.1 should maintain order;

18.2.2 should exercise the officer's authority impartially; and

18.2.3 may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.